



☒ **PROPOSED**

☐ **CURRENT**

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.		EFFECTIVE DATE
DIVISION Family Engagement Office		POSITION NUMBER (Agency – Unit – Class – Serial) 174-110-2656-030
UNIT Office of School-Based Health Programs		POSITION CONTROL NO. 0085
INCUMBENT Vacant		CLASS TITLE Education Programs Consultant
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.		
Under the direction of the Education Administrator I of the Office of School-Based Health Programs (OSBHP), in the Family Engagement Office, the Education Programs Consultant works collaboratively with staff in the OSBHP, other program units within the Family Engagement Office and the California Department of Education (CDE) to serve as the as the lead for social and emotional learning (SEL) and also works to support and address student mental health and wellness and performs the following duties:		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
45%	SEL: Provides programming for SEL professional development and provides technical assistance to local educational agencies (LEAs) to support the California School Climate, Health, and Learning Surveys (CalSCHLS) (identified as the California Healthy Kids Survey in Senate Bill 129). Stays current on research, educational trends, policies, national and statewide efforts pertaining to SEL; acts as the division SEL lead; builds local capacity in the statewide implementation of the CDE's Transformative-SEL competencies and resources; provides technical assistance and responds to inquiries for SEL; maintains/updates SEL web pages and web resources; compiles and disseminates best practices, resources, guidance on SEL through monthly newsletter, listserv, and social media; and builds collaborative partnerships with internal and external partners to support SEL implementation and expansion in the state.	
30%	Student Mental Health: Supports the overall division's mission to address the whole child through expanding student mental health and wellness; supports the development of a statewide infrastructure to increase mental health awareness, eliminate stigma, and improve access to student mental health services; assists in the implementation of legislative mandates on student mental health, and works to support and address student mental health and wellness.	
10%	Presentations/Meeting Coordination: Plans, coordinates, and facilitates meetings and workgroups; Prepares and delivers presentations and trainings to state partners, LEAs, and in statewide and national conferences.	
10%	Document Preparation: Prepares a wide range of documents, including legislative bill analyses, grant proposals, Requests for Applications/Proposals, contracts, budget change proposals, responses to stakeholder inquiries, briefing documents, talking points, presentation slides, and other correspondence.	
5%	Administrative/Other Duties: Participates in staff meetings; keeps supervisor apprised of the status of projects; follows established workflow procedures and office protocols; assists OSBHP and division colleagues with projects as needed; and performs other job-related duties as required.	

To be reviewed and signed by the supervisor and employee:		
Supervisor's statement: <ul style="list-style-type: none"> <i>I have discussed the duties and responsibilities of the position with the employee</i> <i>I have signed and received a copy of the duty statement.</i> 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
Employee's statement: <ul style="list-style-type: none"> <i>I have discussed the duties and responsibilities of the position with my supervisor</i> <i>I have signed and received a copy of the duty statement</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE

Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File